

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Permission to Use the "J" Corridor of the Hqs. Building

DD/A Registry

FROM: C/LS/OTE
426 CoFC

EXTENSION

NO.

OTE-83-3702

83-0360

DATE

1 February 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA
7D24 Hqs.

2 FEB 1983

2 FEB 1983

JM

FYI

DD/A REGISTRY

FILE: 45-1

2.

ADDA

3 FEB 1983

J

3.

~~DDA~~

4.

5.

6.

7.

8.

9.

10.

11.

12.

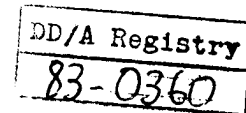
13.

14.

15.

STAT

UNCLASSIFIED



OTE-83-3702

31 January 1983

MEMORANDUM FOR: Chief, Logistics Services Division, OL

FROM:

Chief, Language School, OTE

STAT

SUBJECT: Request for Permission to Use the "J" Corridor of
the Headquarters Building

1. In an effort to promote the study of foreign languages, the week of 6-12 March 1983 has been designated as Foreign Language Week. The week's activities will begin with a day-long program at the GSA Auditorium sponsored by the Department of Education. Secretaries Bell and Weinberger are scheduled to speak as are a number of other government and academic dignitaries.

2. To help celebrate Foreign Language Week in the Agency, the Language School would like to sponsor an exhibit in the "J" corridor of Headquarters Building between the hours of 11:00 a.m. and 1:30 p.m. on 7-11 March 1983. We plan to display materials used in language study, show videotapes prepared for class use, and demonstrate a modest program of computer assisted language instruction. An Employee Bulletin will be issued to inform Agency personnel of the exhibit.

3. The Office of Training and Education can provide the necessary videotape and filmstrip machines, a portable computer terminal, and all necessary cassette players. This material will be secured in the Self Study Center, GJ-68, when not in use at the exhibit.

4. We would, however, require the following assistance from Logistics Services Division:

- 3 - 5 ft. tables for displays
- 1 - 30 in. table for the computer terminal
- 9 - chairs

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In addition, we will need one grounded outlet for the computer terminal and three regular outlets for use with the two videotape machines and the filmstrip machine. We will also need a telephone to use with the computer terminal. A diagram approximating the location of the different exhibits is attached.

5. Your permission to use the "J" corridor for this purpose is requested as is your support for the logistical requirements listed above. If you have any questions about our plans or requirements, please contact my Deputy, [redacted]

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Attachment: a/s

cc: DDA
D/OTE

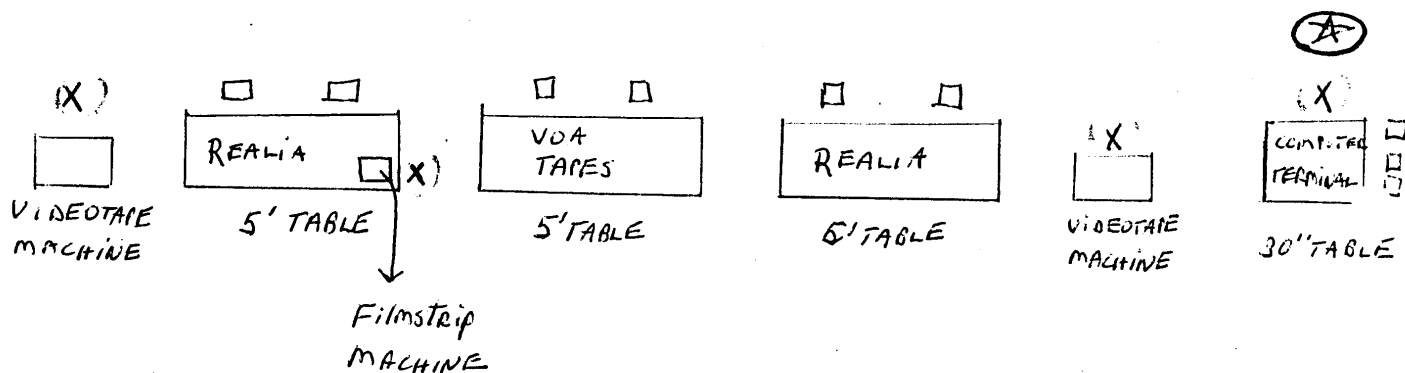
Distribution:

- Orig. - Addee
- 1 - DDA
- 1 - D/OTE
- 1 - C/MPB/AD/OTE
- 1 - Committee Members
- 1 - C/LS/OTE
- 1 - DC/LS/OTE
- 1 - LS Chrono
- 1 - OTE Registry

DDA/OTE/LS, [redacted]

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(X) power source required - grounded for terminal

(★) telephone required for terminal

"J" Corridor

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